



# Certification Renewal Guidelines

Life Cycle Assessment  
Certified Professionals

**American Center for  
Life Cycle Assessment**

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## ACLCA Recertification Guidelines

### 1. Certificate Renewal Cycle

Each LCACP must renew their certification every three (3) years. All renewal cycles begin on January 1 and end on December 31. The renewal cycle begins January 1 of the year immediately following successful completion of the LCACP Examination or the end of the current certification cycle.

### 2. Certification Credit Unit

The basic ACLCA certification unit is called a Continuing Education Unit (CEU). In general, one CEU is earned for each contact hour of LCA education. See pages 6-7 for further details.

### 3. Approved Certification Methods

LCACPs can maintain their LCACP status by meeting ONE of the following criteria within each three-year certification cycle:

- A. Take and successfully complete the current LCACP examination in the third year of the cycle.
- B. Earn 36 CEUs in the approved areas of professional development.
- C. Earn 18 CEUs and document 25 years of experience in life cycle assessment, utilizing the form provided on the website under Recertification.

### 4. Certification Time Requirements for Each Cycle

Units can only be acquired from the date of examination for successful LCACPs. All CEUs for a three-year cycle may be earned in one year. All units must be earned during the current cycle.

### 5. Professional Development Areas

See pages 6-7.

### 6. Certification Renewal Program Procedures

A. The ACLCA Registry of Certified LCA Professionals is available on the ACLCA web site (<http://www.aclca.org/>). It includes the names of all those who are currently certified. LCACPs are responsible for reporting their contact information to ACLCA whenever any change occurs to ensure a correct and up-to-date listing in the LCACP Registry.

B. For each three-year certification cycle, LCACPs must report all CEUs to ACLCA on the CEU Reporting Form (see page 5). This form is sent to all LCACPs in the spring of the third year of their cycle. The deadline to submit the CEU Credit Reporting Form is December 31 of the year in which the certification cycle ends. However, ACLCA has instituted a grace period of one month. **No certification renewal materials postmarked after the January 31 grace period will be accepted.**

C. Confirmations will be sent in March, to all those who submit certification renewal materials after the conclusion of the processing period.

### 7. Fees

The Certification Renewal Fee is \$275.00. Certification renewal fees are payable when the three-year CEU Reporting Form is submitted. The fee of \$275.00 must accompany the CEU Reporting Form. Your check or credit card statement is your receipt for payment. Completed forms and fees may be submitted at any time during the third year of the cycle.

### 8. Specific Guidelines for Earning CEUs

Only LCA-related activities that promote continued learning and education in the field may be submitted for CEU credit. Personal development and specific manufacturers' product-oriented or marketing presentations do not qualify for CEU credit, except as noted below.

LCA Related refers to areas of education or professional experience that directly contribute to the LCACP's ability to perform work in the life cycle assessment professions. Please note that education or activities that contribute to the LCACP's general knowledge, such as business tax law or accounting or human psychology are not "LCA related" because they do not directly help the LCACP do better LCA work.

Courses on general topics can be included if at least 25% of the course deals with life cycle assessment or its application. Courses on operating a business are applicable if the course is aimed at the specific needs and issues of an LCA business. Following are some examples of activities that DO and DO NOT qualify as "LCA related."

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Unlike the voluntary registration of college courses, all commercial and online courses must be reviewed by the ACLCA Certification Committee for the level of CEUs that can be registered if they are to earn CEUs. Please confirm with the course provider that an ACLCA Certificate of Registration has been obtained from ACLCA.

#### **DO QUALIFY**

- College level seminars or classes on Life Cycle Assessment
- Life cycle economic analysis, if there are formulas or procedures that apply to LCA-based cost analysis.
- Carbon footprinting, toxicology, Life cycle impact assessment
- LCA courses reviewed by the ACLCA Certification Renewal Committee for the level of CEUs that can be registered.

#### **DO NOT QUALIFY**

- Courses on the Natural Step, Ecological footprinting, LEED and other green specifications.
- Online and commercial LCA courses which have NOT been registered by the ACLCA Certification Renewal Committee.

#### **9. Professional Development Documentation**

LCACPs are to evaluate their own continuing education and professional development activities and determine the appropriate number of CEUs earned based on the information outlined in this publication.

A CEU Reporting Form is sent to all LCACPs to cumulatively record units for each certification cycle. It can also be downloaded from the ACLCA website. LCACPs must fill out the CEU Reporting Form completely and provide all required information, including specific activity dates and activity titles. A course/ seminar should be listed exactly as the title appears in the course description. Units earned are based on contact hours. In general, one CEU is earned for each one (1) hour of LCA education. See pages 3-4 for further details.

#### **10. Annual Audit**

DO NOT forward documentation of attendance to the ACLCA when filing your regular CEU Reporting Form. Completing and retaining documentation is the responsibility of each LCACP. LCACPs must maintain all records for two (2) years following the end of each certification cycle. ACLCA will conduct annual audits of a sampling of those scheduled to renew their certification in any given year and reserves the right to request records from any LCACP as a part of this process. Those LCACPs who are being audited must forward their complete documentation to the ACLCA for review. When an LCACP is to be audited, detailed instructions will accompany all audit requests. Failure to comply with audit requests will result in immediate and automatic withdrawal of LCACP status by ACLCA.

#### **11. ACLCA Logo and Mark**

Both the ACLCA name and the ACLCA mark are the property of ACLCA and are reserved for the official purposes of ACLCA only.

#### **12. Lapsed Certification**

LCACP Certification will conclude automatically for LCACPs who do not submit their Reporting Form and meet the certification requirements. However, if an LCACP has a minimum of 85% of the required CEUs by the end of the cycle, an extension may be granted, upon written request, for cases of extenuating circumstances only. For consideration, the written request for such an extension must outline the LCACP's plan to meet the certification requirements and provide a list of the CEUs earned to date, *plus* a completed CEU Reporting Form *and* required fees. These all must be submitted by December 31 of the year in which the certification cycle ends. Even though ACLCA has instituted a grace period of one month, **no certification renewal materials postmarked after the January 31 grace period will be accepted.**

Once LCA Certification has lapsed, the only way to become LCA Certified again is by sitting for and successfully completing the LCACP Examination.

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## ACLCA LCACP Recertification CEU Credits Information

### 1.0 Continuing Education LCA Courses - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

1.1 Courses offered at ACLCA Conferences  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*One Contact Hour = 50-60 minutes of  
classroom time.*

### 2.0 Commercial LCA Education - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

2.1 Manufacturers' LCA Education Courses,  
Seminars, etc.  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*Credit for noncommercial/nonmarketing  
content only. A maximum of only 12 CEUs  
per cycle may be earned in this category.*

2.2 Government LCA Education Courses,  
Seminars, etc.  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*One Contact Hour = 50-60 minutes of  
classroom time.*

2.3 Registered ACLCA Courses, Seminars,  
etc.  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour or ACLCA  
Registered Credits  
*Courses registered with the ACLCA for CEU  
credit.*

2.5 Attending Regional / National /  
International LCA Conferences &  
Tradeshows  
Credits Determined by: Number of  
Conferences or Tradeshows Attended  
CEUs: 1 per Conference or Trade Show  
*Must be officially registered for conference  
or tradeshow.*

### 3.0 College/University LCA Courses - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

3.1 Undergraduate LCA and LCA - Related  
Courses  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour

3.2 Graduate Level Courses and Research  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour

3.3 Adult Continuing Education Courses  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour

### 4.0 Masters/PhD Degree LCA Study

4.1 Masters Thesis  
Credits Determined by: Completed  
Manuscript  
CEUs: 36

4.2 PhD Dissertation  
Credits Determined by: Completed  
Manuscript  
CEUs: 36

### 5.0 LCA Educational Speaking/Teaching - A MAXIMUM OF 18 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

5.1 Teaching LCA Courses, Seminars, etc.  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*Add 1 CEU if first time taught. Same course  
may be submitted only once per year.*

5.2 Tradeshow Educational Presentations  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*Add 1 CEU if first time taught. Same course  
may be submitted only once per year.*

5.3 Conference Presentations  
Credits Determined by: Contact Hours  
CEUs: 1 per Contact Hour  
*Add 1 CEU if first time taught. Same  
presentation may be submitted only once  
per year.*

### 6.0 Published LCACP-Authored LCA Materials - A MAXIMUM OF 12 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

6.1 Peer-reviewed Journal Articles: LCACP  
must be one of the published authors.  
CEUs: 12 Credits

6.2 LCA Ordinances, Manuals, etc.

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Credits Determined by: Published Page  
CEUs: 2 per page - *Product literature excluded.*

6.3 Design Guides, Practices, Technical Memorandums, etc.

Credits Determined by: Published Page  
CEUs: 1 per 2 pages

6.4 LCA-Related Engineering & Design Books

Credits Determined by: Published Text  
CEUs: 36 - *This category is not subject to the 18 maximum CEUs per cycle limit.*

**7.0 LCA Professional Recognition - A**  
MAXIMUM OF 9 CEUs MAY BE EARNED  
IN THIS AREA PER CYCLE.

7.1 Association/Society LCA and LCA-Related Awards

Credits Determined by: Award Received  
CEUs: 1, 2 or 3 per Award  
*Regional = 2 credits; National/International = 3 credits. Credit will be granted only for the highest award received in an awards program.*

7.2 Technical Achievement Awards

Credits Determined by: Award Received  
CEUs: 2 per Award - *Includes member organization Fellow Award.*

**8.0 LCA Industry Leadership - A**  
MAXIMUM OF 18 CEUs MAY BE EARNED  
IN THIS AREA PER CYCLE.

8.1 ACLCA Executive Committee Member

Credits Determined by: Years Served  
CEUs: 3 per Year - *Must be national or international level position.*

8.2 ACLCA Advisory Council Member or Committee Chair

Credits Determined by: Years Served  
CEUs: 2 per Year.

8.3 ACLCA Committee or Task Force Member

Credits Determined by: Years Served  
CEUs: 1 per Year

8.4 Development of questions for the LCACP exam

Credits: one credit for five questions developed

8.5. Review of questions for the LCACP exam

Credits: one credit for 25 questions reviewed

**9.0 LCA Course Development --** Creation of New LCA Courses

Credits Determined by: Course Contact Hours

CEUs: 1 per Course Contact Hour

*Applies only to new LCA courses with 3 or more contact hours in Categories 1.0, 2.0, 3.0, 4.0, and 5.0 above. The new course must contain significant new material and cannot just be a rearrangement of an existing course, and it must have been created within the current certification cycle. NOTE: These CEUs are for course development only, not for teaching.*

**10.0 Online continuing education** courses that have been reviewed by the ACLCA Certification Renewal Committee and where a certificate has been obtained by the LCACP from the educational institution. - *A maximum of 18 CEUs may be earned in any online course.*

**11.0 Peer Reviewed LCA Studies**

Credits determined by studies completed and reviewed.

CEUs: 3 CEUs per peer reviewed LCA study. A maximum of 18 CEUs may be earned in this category.

**NOTES:**

1. May submit same course only once per year for credit. The same activity may not be listed twice for credit unless authorized above.

2. One Contact Hour = 50 - 60 minutes of classroom instruction.

3. Maximum CEU Restrictions apply to both 36 CEU and 18 CEU (25 year) methods.



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**LCACP Commercial and Online Program Registration Form**



Submitted By:

Contact Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Organizational Web Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Estimated Time to Complete Program: \_\_\_\_\_ minutes

Will program include testing?  YES  NO

Learning Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What new knowledge or skill will the participants gain from this program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this form, along with a link to where the program can be reviewed at least 3 weeks prior to the program becoming available to: Secretary, ACLCA, [certification@aclca.org](mailto:certification@aclca.org) ATTN: Program Registration. For additional assistance, call 202-660-0337,

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To be completed by ACLCA personnel only:

This program has been: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted for \_\_\_\_\_ CEUs Reviewed By: \_\_\_\_\_

Not accepted because:

\_\_\_\_\_  
\_\_\_\_\_